



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

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Update

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Formal Review

**Date Submitted** \_\_\_\_\_

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***SECTION I - Identification***

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**Working Title: District Right of Way Designer  
Supervisor**

**Department: Transportation**

**Job Code Number: 173136**

**Division & Bureau: District Engineering**

**Job Code Title: Civil Engineer**

**Section & Unit: Billings District**

**Pay Band: 6**

**Work Address: 424 Morey  
Billings, MT 59104**

**Position Number: 60042**

**Phone: 252-4138**

☐

FLSA Exempt

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FLSA Non-Exempt

☐

Non-Union

☐

MPEA

☐

Blue Collar

**Profile Completed By:**

**Work Phone:**

***Work Unit Mission Statement or Functional Description:***

The Montana Department of Transportation's (MDT) mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of the Materials, Construction, Right of Way, Bridge, Traffic and Safety, Consultant Design, and Highways bureaus; the Engineering Information section; and five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

The District Engineering Services personnel design most highways and right-of-way within the district, arrange for relocating utility lines within the right-of-way, determine needs for signals, signs speed zones and other traffic controls, and perform field tests on materials used in construction. Right of way personnel appraise and negotiate for property that is needed for new or expanded highways.

**Describe the Job's Overall Purpose:**

The purpose of the District Right of Way Design Supervisor is responsible for planning and administering design of right-of-way (ROW) projects; compiling and integrating property information for ROW design and plan preparation; and providing training, information, and technical assistance. The position reports to the District Engineering Services Supervisor (DESS), and supervises 1 – 2 FTE District Right-of-Way Designers.

**SECTION II - Major Duties or Responsibilities**

*This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty*

**% of Time**

**A. PROJECT ADMINISTRATION**

**50%**

1. Compile all existing project information, such as existing ROW plans, USGS quad maps, and previous project files, prior to attending preliminary field reviews. This involves the coordination and collection of information from project and engineering personnel.
2. Order survey and ownership requests for all district projects to compile necessary information. This includes assigning and approving requests and coordinating correspondence with MDT headquarters.
3. Attend preliminary field review, phase review, design coordination, and letting review meetings to ensure ROW issues are considered, provide input into project plans, and to gather information needed for ROW project planning and implementation.
4. Plan and track assigned ROW project designs to ensure projects remain on schedule and all required activities are completed in the proper sequence. This involves planning activities and entering them on automated project tracking systems (e.g., Oracle or OPX-2); attending phase review meetings as necessary; recommending project overrides; and tracking all parcel information. Determine and manage ROW limits and design for road construction, maintenance, and utility occupancy. This includes establishing and reviewing deadlines for design projects, estimating required man-hours for activities, establishing the sequence of ROW events and deadlines, and providing information to the DESS on project budgets..
5. Resolves conflicts or unusual policy interpretations, project situations, and differences of opinion to keep projects on schedule and in compliance with established ROW standards and laws. This includes reviewing unusual decisions regarding when ROW taking should be by construction permit, temporary or permanent easement or acquisition; ensuring appropriate documents have been prepared and are legally defensible; and defending or explaining decisions to other work units, landowners, and others.
6. Resolve land ownership problems by analyzing property surveys and documents to identify resolutions. Determine if a new survey should be requested to clarify property boundaries.
7. Coordinate ROW design with subordinates, MDT Engineering departments, municipal, county, state and federal agencies to resolve conflicts with roadway, bridge, hydraulic design, utilities, or other project considerations.
8. Administer activities with title insurance companies to secure final title evidence for properties adjoining pending highway construction projects. This includes tracking project schedules,

maintaining lists of title companies in the district; ensuring requests are rotated among companies in the counties; ordering title commitments; evaluating information for accuracy and timeliness; and approving invoices and ensuring they are charged to the appropriate Preliminary Engineering (PE) account for the project.

9. Coordinate project authorization including overseeing or preparing blue sheet revisions, ensuring FHWA funding and Environmental documentation is in place, and providing recommendations to the DESS regarding the authorization of assigned projects for appraisal and/or acquisition. Distribute project related information from the district to appropriate MDT work units.
10. Check, plans, deeds, and exhibits for correct labeling, compliance with MDT standards, and accuracy (e.g., stations, ROW width, gross and net take, deeds). Identify and make necessary revisions and/or make effective recommendations to the DESS for authorization for acquisition/appraisal.
11. Prepare any condemnation packages, advanced acquisition, and advanced appraisals to acquire property needed for transportation projects. This involves coordination with ROW agents and legal staff in the preparation of appropriate documents and plans.
12. Compile all original project information into the District PE file to maintain accurate project documentation and to provide documents for scanning after the project is closed.

**B. RIGHT-OF-WAY DESIGN**

**30%**

1. Review design proposals, field survey notes, correspondence, preliminary field review and scope of work reports, title commitments and other ownership documents, hydraulic reports, access control reports, subdivision plats, certificates of survey, exhibits, and other documents of record to compile the basic design plan that represents an accurate plan of existing ROW and proposed areas for highway construction purposes. This involves complex and innovative design projects requiring unique ROW design applications.
2. Research existing project documents; calculate and analyze current project design; and perform calculations to match existing ROW with current surveys and design. Manipulate data to bring it into compliance with current standards and make modifications to design plans accordingly.
3. Integrate highly sensitive environmental and historic considerations, extensive terrain, climate, land use, property boundary, buildings and private facilities, utilities, land use information (i.e., bridge in conflict with railroad), ROW requirements, design speed, slopes, volume of traffic, and other field data to develop ROW design.
4. Make ROW design determinations based on analyses and evaluations of diverse documents and land laws including engineering purposes, land surveying requirements, landowner and user consideration, safety, and construction costs and assesses necessity for designing unique design or construction applications or utilizing divergent alternative designs by evaluating and integrating all described information.
5. Develop preliminary and final ROW plan sheets in order to map all interests of land necessary to construct and maintain a specific project including for projects with unusual characteristics. This involves determining accurate boundaries and identifying lines using Certificates of Survey, recorded property descriptions, corner recordation forms, General Land Office and BLM plats and survey notes, railroad and special utility plans and documentation, subdivision plats, existing ROW plans, cross-sections, and related design files, real estate and property laws. These sheets are required by law and recorded in the county clerk and recorders office.

6. Determine and calculate the best project ROW breaks by applying sound engineering, land surveying and economic principles determining requirements for continuing construction and maintenance areas; and integrating land use considerations for the project's adjacent landowners. Computes areas of total ownership, new ROW, existing roadways, construction permits and easements, and remainder areas on each side of the highway using CADD.
7. Determine the land or interest necessary to be acquired to safely and legally construct and maintain the proposed highway. This includes determining the type or extent of plans required for the various project types (i.e., bridge, new highway, canal, snow fence, and traffic facility). Determine legal documents required for the various property interests (i.e., construction permit, easement, quitclaim deed, and Bargain and Sale Deed).
8. Select optimum design by evaluating all the described elements. Develop new ROW design applications or solutions for ROW design problems and conflicts occurring among the various project design disciplines such as Road Design, Traffic, Bridge, and ROW by applying construction, design, safety, cost, land laws, land use, and other factors to site circumstances.
9. Compile ROW design by using computer-assisted drafting software including various mapping files, design files, and varying levels of information for each design purpose. Design and draft conclusions using computer assisted design and drafting equipment.
10. Prepare legal property descriptions, exhibits, and other legal documents for all assigned projects and check their accuracy and legal integrity. Prepare legal descriptions and exhibits for the acquisition of new ROW and easements.
11. Create deeds and exhibits needed to transfer real property. This includes the preparation of an exhibit that properly describes and graphically portrays that land to be transferred. Create the deed exhibit file in Microstation by referencing appropriate files. Transfers the documents to the ROW field supervisor.

**C. OVERSIGHT AND TECHNICAL ASSISTANCE 10%**

1. Provide ROW design and design plan interpretation consultation and guidance to field construction and maintenance personnel throughout the course of projects. This includes interpreting and explaining advanced technical aspects of designs; and analyzing, evaluating, and making recommendations to project managers on problems encountered in the field.
2. Provide technical assistance and information to local government entities, private businesses and the public by providing information and answering design-related questions on projects.
3. Maintain a contemporary knowledge of construction and design practices, land surveying practices and laws, design and coordinate geometry software, and other job related skills by attending training and education to maintain continuing professional development. Maintain constant contact with other MDT and federal personnel, and conduct continual research to maintain a current knowledge of state and federal policies and standards, current software applications, and other job-related issues.

**D. SUPERVISION 05%**

1. Establish and revise overall work plans, priorities, and procedures, and monitor progress through meetings and consultations. Conduct staff meetings, disseminate data, and promote information exchange for support and advancement of program goals.

2. Conduct all recruitment and selection activities for the District ROW program. This involves developing selection criteria and interview questions, participating in interviews, reference and background checks, and making hiring recommendations to the DESS.
3. Establish objective, measurable and observable performance standards for District ROW positions. Monitor and manage the performance of all positions directly supervised and complete performance appraisals. Implement and monitor corrective action including discipline and termination. Ensure all subordinates comply with State and departmental personnel rules, regulations, and policies.
4. Coordinate training for subordinates by assessing staff input and program requirements, professional development needs and budget limitations, arranging training to meet these needs, and ensuring the efficient implementation of training programs. Assess the effectiveness of training activities, and modify programs as appropriate.

**D. OTHER DUTIES**

**05%**

1. This position performs a variety of other administrative, project management, and public relations activities as assigned by the District Administrator in support of MDT's mission and district objectives. This includes representing the Department at conferences and meetings, directing special projects, and attending ongoing education and training as directed.

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1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Project Administration  
Duty B: Right of Way Design  
Duty C: Oversight and Technical Assistance  
Duty D: Supervision

***The following mental and physical demands are associated with these essential functions:***

**PHYSICAL**

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone
- Ability to drive long distances

**MENTAL**

- Deal with the public on a regular basis
- Ability to multi-task

- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

2. **Does this position supervise others?** ☒ Yes ☐ No

Number directly supervised: 1 FTE  
Position Number(s) of those supervised: 59229

3. **Attach an Organizational Chart.**

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***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

The position requires an advanced knowledge of the principles and practices of the ROW design profession including land title investigation; land title practices; state laws pertaining to the conveyance of title to real property; cadastral, control, and construction surveying; the analysis and adjustment of survey measurements; Montana Codes involving right-of-way acquisition; the Montana Subdivision and Platting Act; Uniform Standards of Monumentation; real estate and property laws; mathematics including algebra, geometry, and trigonometry; right-of-way design; MDT CADD and coordinate geometry software; and federal and Montana Department of Transportation policies and standards.

**SKILLS:**

This position requires skill in directing, organizing, and coordinating multiple staff and projects; examining, interpreting, and translating technical/legal information to broad audiences, standard office software applications (e.g., word processing, database, etc.), design software, analyzing and interpreting statistical information, and written and verbal communications. This position also requires skill in the use of specialized surveying and other equipment such as microfiche readers, microfilm readers, distance measuring equipment, motion analyzers, planimeters, and others.

**Behaviors required to perform these duties:**

See MDT Core Behaviors

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

*Acceptable: Engineering, Survey, or Design Drafting*

**Other education, training, certification, or licensing required (specify):**

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |   |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years            |
| <input type="checkbox"/> 1 year                       | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years                      | <input type="checkbox"/> 5 or more years    |

**Other specific experience (optional):**

An applicant must possess at least one (1) year supervisory experience.

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:**

Equivalent combination of education and experience will be considered on a case by case basis.

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**SECTION IV – Other Important Job Information**

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|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe                   |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Bureau Chief:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Designee \_\_\_\_\_ Chief Human Resources Officer  
Human Resources Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_